CLASS TITLE: **SCHOOL/FAMILY RESOURCE WORKER**

DEFINITION: Under the supervision and evaluation by the school site administrator and in consultation with county agency personnel and site level Student Study Team staff, Coordinated Care Team and district level positions provides follow up and support service to families in order to facilitate or maximize benefit of community social service; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Conducts family needs assessments
- Interface with foster youth and homeless youth and their families to provide academic support
- Partner with and attend site and or district level team meetings
- Coordinates family focus service and programs
- Assists in gathering program evaluations to determine effectiveness of various community based services
- Schedules facility use
- Reviews and gathers case information
- May assist in providing information to families about community resources available
- Prepares and completes forms and limited correspondence
- Facilitates or co-facilitates in county Service Integration Team meetings, community coalition meetings, community town hall meetings
- Responds to the needs of families on a flexible schedule basis

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; two years experience in public service related to community development and support of multi-problem families.

Knowledge of:

- Relative caretaker foster parent and homeless youth
- Second language may be required
- Community and local resources
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Accurately gathering, recording and correctly evaluating data
- Interviewing effectively and establishing rapport with a wide variety of people
- Preparing and/or completing reports and forms in an accurate and timely manner
- Interacting effectively with a variety of adults, some of whom may be in heightened emotional states or duress for referral to an administrator
- Establishing and maintaining effective working relationships with others
- Communicating effectively both orally and in writing

Ability to:

- Learn social work principles, methods and techniques
- Learn laws and regulations relating to foster youth and homeless students and families

Licenses:

- A valid California Driver's License

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.